Useful Phone Numbers

Help Line

Australia	+1-800-33-11-77
Canada	+1-800-665-4339
Europe	00-800-1810-1810
Mexico	+1-800-234-1185
United States	+1-800-955-0959

Fellowes

Australia	+61-3-8336-9700
Benelux	+31-(0)-76-523-2090
Canada	+1-905-475-6320
Deutschland	+49-(0)-5131-49770
Espana	+34-91-748-05-01
France	+33-(0)-1-30-06-86-80
Italia	+39-071-730041
Japan	+81-(0)-3-5496-2401
Korea	+82-(0)-2-3462-2844
Malaysia	+60-(0)-35122-1231
Polska	+48-(22)-771-47-40
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600

SB-99Ci

Please read these instructions before use.
Do not discard: keep for future reference.

Veuillez lire ces instructions avant d'utiliser l'appareil.
Ne pas jeter : conserver afin de consulter les directives ultérieurement, en cas de besoin.

Lea estas instrucciones antes del uso.
No las deseche: consérvelas como referencia futura.

1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

fellowes.com

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Canada
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Deutschland
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Italia
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Korea
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United States

2007 Fellowes, Inc. Part No. 402842

fellowes.com

WARRANTY / GARANTIE / GARANTÍA

Our promise to you is quite simple. Fellowes shredders are built stronger, engineered to run longer, resist jams and power through large jobs. The Fellowes worry free warranty described below covers the performance of the product, provides for prompt service and support, plus a lifetime cutter warranty.

Limited Warranty: Fellowes, Inc. ("Fellowes") warrants the parts of the machine to be free of defects in material and workmanship and provides service and support for 2 years from the date of purchase by the original consumer. Fellowes warrants the cutting blades of the machine to be free from defects in material and workmanship for the lifetime of the shredder. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part. This warranty does not apply in cases of abuse, mishandling, or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law. For more details or to obtain service under this warranty, please contact us or your dealer.

Notre promesse est très simple. Les déchiqueteuses Fellowes sont fabriquées très fortes et elles dureront plus longtemps, résisteront aux blocages et fonctionneront pour les gros travaux. La garantie sans tracas de Fellowes décrite plus bas couvre la performance du produit, offre un service et un support rapides en plus d'une garantie à vie pour les lames.

Garantie limitée : Fellowes, Inc. (« Fellowes ») garantit que les pièces de l'appareil seront libres de tout vice de matériau ou de fabrication et offre service et support pendant une période de deux (2) ans à partir de la date d'achat par le consommateur original. Fellowes garantit que les lames de coupe de l'appareil seront libres de tout vice de matériau ou de fabrication pendant la durée de vie de la déchiqueteuse. Si une pièce s'avère défectueuse durant la période de garantie, votre seul et unique recours sera la réparation ou le remplacement de la pièce à la discrétion et aux frais de Fellowes. Cette garantie ne couvre pas les cas d'utilisation abusive, d'utilisation incorrecte ou de réparation non autorisée. TOUTE GARANTIE IMPLICITE, Y COMPRIS CELLE DE QUALITÉ MARCHANDE OU D'ADAPTATION À UNE UTILISATION PARTICULIÈRE, SE LIMITE PAR LA PRÉSENTE À LA DURÉE DE LA PÉRIODE DE GARANTIE APPROPRIÉE ÉTABLIE DANS CE DOCUMENT. En aucun cas, Fellowes ne sera tenue responsable de quelque façon que ce soit de tout dommage indirect ou consécutif attribuable à ce produit. Cette garantie vous donne des droits juridiques spécifiques. La durée, les modalités et les conditions de cette garantie s'appliquent partout au monde sauf dans les cas où différentes limites, restrictions ou conditions pourraient être exigées par la loi locale. Pour plus de détails ou pour obtenir un service sous cette garantie, veuillez nous contacter ou contacter votre concessionnaire.

La promesa que le hacemos es bastante simple. Las destructoras de Fellowes están fabricadas con más solidez, están diseñadas para funcionar más tiempo, son resistentes a atascos y procesan trabajos grandes. La garantía sin preocupaciones de Fellowes descrita abajo cubre el desempeño del producto y estipula un pronto servicio y soporte técnico, además de una garantía de por vida de las hojas de corte.

Garantía limitada: Fellowes, Inc. ("Fellowes") garantiza que las piezas de la máquina estarán libres de defectos de material y mano de obra y proporciona servicio y soporte técnico durante 2 años a partir de la fecha en que el consumidor original haya adquirido el producto. Fellowes garantiza que las cuchillas cortantes de la máquina estarán libres de defectos de material y mano de obra durante la vida útil de la destructora. Si se encuentra algún defecto en cualquiera de las piezas durante el período de garantía, la única y exclusiva solución será la reparación o el cambio de la pieza defectuosa, a criterio y cuenta de Fellowes. Esta garantía queda anulada en casos de abuso, uso indebido o reparación no autorizada. POR MEDIO DEL PRESENTE, TODA GARANTÍA IMPLÍCITA, INCLUIDA LA GARANTÍA DE COMERCIABILIDAD O ADAPTABILIDAD PARA UN PROPÓSITO ESPECÍFICO, SE LIMITA AL PERÍODO DE DURACIÓN CORRESPONDIENTE DE LA GARANTÍA CONFERIDA ANTERIORMENTE. En ningún caso, Fellowes será responsable de cualquier daño, directo o indirecto, que pueda atribuírsele a este producto. Esta garantía le confiere derechos legales. La duración, los términos y las condiciones de esta garantía son válidos en todo el mundo, excepto en los lugares donde la legislación local exija limitaciones, restricciones o condiciones diferentes. Para obtener más detalles o recibir servicio conforme a esta garantía, comuníquese con nosotros o con su distribuidor.

DATE OF PURCHASE / DATE D'ACHAT / FECHA DE COMPRA

SERIAL NUMBER / NUMÉRO DE SÉRIE / NÚMERO DE SERIE

Serial Number is located on inside of cabinet.
Le numéro de série se trouve à l'intérieur du boîtier.
El Número de serie está ubicado en el interior del gabinete.

Serial Number / Numéro de série / Número de serie

ENGLISH

Model SB-99Ci

KEY

A. SafeSense® Technology
B. Paper entry
C. See safety instructions
D. CD/Card flap
E. Pullout bin
F. Casters
G. Disconnect power switch
H. Paper tray
I. SafeSense® override switch
J. Power controls
K. Overheat (red)
L. Bin open (red)
M. Bin full (red)
N. Paper jam (red)
O. SafeSense® indicator (yellow)
P. Sheet capacity indicator
Q. Auto correcting button (blue)
R. Reverse
S. On/off (blue)
T. Forward

CAPABILITIES

Will shred: Paper, credit cards, CD/DVD's, staples and small paper clips

Will not shred: Adhesive labels, continous form paper, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:
Cross-Cut.....5/32" x 1-1/2" (3.9 x 38mm)

Maximum:
Sheets per pass 17*
CDs/Cards per pass 1*
Paper width.....9"/230mm
*8.5"x11", 20lb., (75g) paper at 120V, 60 Hz, 5Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 50–100 shredding passes per day, 50 credit cards; 10 CDs. 17 sheets per pass.

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity.

ADVANCED PRODUCT FEATURES

Jam Proof System
Eliminates frustrating jams by preventing overloads and powering through misfed paper.

TECHNICAL EXPLANATION

Sheet capacity indicator tells you when you have too many sheets or too few to maximize productivity

Shredder will not operate when too many sheets are fed into paper entry (red light). Reduce sheet quantity and refeed

If misfed, shredder will automatically adjust to power through or reverse out paper

SafeSense® Technology
Stops shredder immediately when hands are too close to the opening.

TECHNICAL EXPLANATION

Shredder will stop automatically and indicator will light up when hands are too close to the opening

Shredder will resume normal operation when hands are no longer near the opening

Flashing indicator warns when SafeSense® technology has been shut off

SilentShred™ Technology
SilentShred™ noise quality shreds without noisy disruptions.

TECHNICAL EXPLANATION

SilentShred™ motor features whisper-quiet, efficient shredding performance without the noisy disruptions.

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!

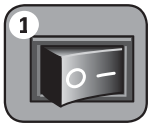
- Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.
- Keep foreign objects – gloves, jewelry, clothing, hair, etc. – away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.
- Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.
- Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.
- This shredder has a Power Disconnect Switch (G) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Rotate CD flap entry for shredding CDs/cards. Keep finger away from CD hole.
- Do not put foreign objects in paper entry.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

BASIC SHREDDING OPERATION

Continuous operation:
20-minute maximum

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond 20-minutes will trigger 40-minute cool down period.

PAPER OR CD/CARD



Plug in and put disconnect power switch in ON (I) position.

Press (⏻) ON to activate (blue)

Feed into paper entry and release

To shred CDs rotate CD flap into place

Hold CD/card at edge, feed into CD/Card flap entry and release

When finished shredding set to Off (⏻)

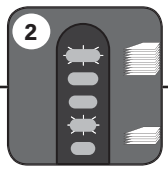
JAM PROOF SYSTEM OPERATION

100% JAM PROOF

Eliminates frustrating jams by preventing overloads and powering through misfed paper.

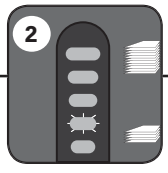
SET-UP AND TESTING

Feed into paper entry and release

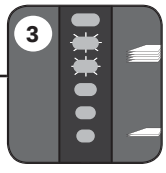


If too many sheets, indicator will light up to red and shredder will not take paper

Remove several sheets until the indicator is below red and the shredder will take the paper



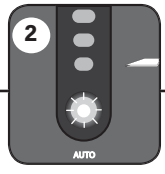
Shredder will take fewer sheets, but if indicator is below yellow, you can add more sheets without fear of jamming



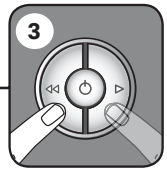
Increase the number of sheets being fed up to the top yellow light to maximize your productivity

MISFED PAPER

If paper is misfed and stops shredding



Automatic correcting action will power through the misfed paper, so shredding can continue



Misfed paper can also be addressed by manually using forward and reverse (See Maintenance & Troubleshooting)

If there is too much paper for the shredder to power through, it will reverse the paper out for easy removal

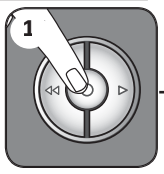
Reduce paper quantity to an acceptable amount and refeed into paper entry

SAFESENSE® TECHNOLOGY OPERATION

SAFE SENSE TECHNOLOGY

Stops shredder immediately when hands are too close to the opening.

SET-UP AND TESTING

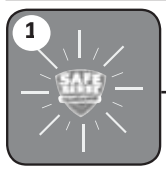


Turn the shredder (⏻) On to activate SafeSense®

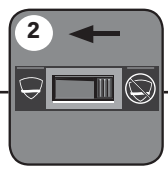
Touch test area and look for the SafeSense® indicator to illuminate

SafeSense® is active and working properly

FLASHING INDICATOR



SafeSense® is deactivated when indicator is flashing



Shift override switch to the "active" position, reactivating SafeSense®

Confirm the indicator is no longer flashing and retest by putting your hand on the test area

ADVANCED PRODUCT FEATURE MAINTENANCE AND TROUBLESHOOTING

JAM PROOF SYSTEM

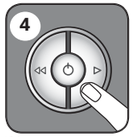
Eliminates frustrating jams by preventing overloads and powering through misfed paper.

DISABLING THE FEATURE

Should you choose to disable the system, press and hold the auto button (blue) and reverse (◁◁) key at the same time

Once disabled, the blue Auto light is no longer illuminated (To re-engage, repeat step 1)

Shredding can continue with the system disabled, however a paper jam may occur with too many sheets


If jam occurs, press and hold forward (▷) key until the document is completely through the shredder

If not cleared, press reverse (◁◁) briefly (repeat steps 4 and 5 until shredded)

If steps 4 and 5 do not clear jam, reverse paper all the way out, remove several sheets and refeed

SAFESENSE® TECHNOLOGY

Stops shredder immediately when hands are too close to the opening.

DISABLING THE FEATURE

Should the SafeSense® indicator stay lit without touching the opening

The shredder will simulate a jam and SafeSense® will need to be deactivated

To deactivate, shift override switch to the "not active" position

Once deactivated, the indicator will flash and the SafeSense® feature will not function

To clear paper, press and hold forward (▷) key until paper is shredded

Once the paper is cleared, reactivate the SafeSense® feature (To re-engage, see Operations)

BASIC PRODUCT MAINTENANCE AND TROUBLESHOOTING

CLEANING AUTO-START INFRARED SENSORS

Paper detection sensors are designed for maintenance free operation. However, on rare occasions the sensors may become blocked by paper dust causing the motor to run even if there is no paper present (Note: two paper detection sensors are located in the center of the paper entry).

TO CLEAN THE SENSORS

Lift CD flap.

Locate Auto-start infared sensor.

Dip cotton swab in rubbing alcohol.

Using cotton swab, wipe away any contamination from the paper sensors.

PREVENTIVE MAINTENANCE AND MISCELLANEOUS TROUBLESHOOTING

- All cross cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.
- Run shredder once a day in reverse for 15 seconds to clear cutters
- Empty wastebasket when bin full indicator light is illuminated using bag # 36053
- Shredder will not function if the pull-out bin is not pushed all the way in, or if bin needs to be emptied.
- When shredding for a prolonged period of time, the motor can become warm and require a cool down period. When this occurs the overheat indicator will alert you to the problem, this model will require 40 minutes to cool down.

ACCESSORIES

Maintenance is an important part of protecting your investment. Don't forget oil and shredder bags.

Shredder oil – #35250

SB-99Ci Shredder plastic bag – #36053

PROBLEM STILL NOT SOLVED?

Fellowes is committed to giving our customers the support and service they deserve. That is why we offer several options for you to find technical information, step-by-step assistance and personal attention.

- **www.fellowes.com** features an extensive on-line support section with a number of self-service options
- Our customer service professionals are dedicated to resolve any of your issues

Go to Support Section at www.fellowes.com or see back page of manual for useful telephone numbers.